

## **Director of Finance and Operations**

InterAct is a non-profit agency providing evidence supported outpatient mental health and substance abuse services with an integrated recovery focus. The Agency has been in operation for over twenty two years. Our administrative headquarters is in Kalamazoo with service delivery in Kalamazoo and Kent Counties. InterAct has an annual budget of \$10 million and over 130 staff members.

Reporting to the Executive Director and serving as an integral member of the InterAct senior leadership team, the Director of Finance and Operations will lead financial administration, business planning, and budgeting. The Director will manage effective and streamlined systems for the agency's financial, accounting, information technology, and physical infrastructure. In addition to participation in development and achievement of InterAct's strategic goals, the Director of Finance and Operations will work closely with a motivated and engaged Finance and Audit Committee of the Board of Directors. This is an opportunity for an experienced, team-oriented person with creative problem-solving and change management skills to join an expanding organization that values evidence-based mental health and substance abuse treatments that foster hope and wellness for persons served.

### **Responsibilities**

- **Administrative Operations Management**
  - Prepare monthly and annual financial reports and analysis for Executive Director and Board Finance and Audit Committee.
  - Oversee budgeting, reimbursement activities, financial forecasting, and cash flow for all aspects of the organization. Monitor the use of all funds.
  - Coordinate all audit activities.
  - Build and maintain positive relationships with funders and provider network organizations.
- **Team Management and Leadership**
  - Develop and manage direct staff including accounting, reimbursement, information technology, and administrative operations.
  - Facilitate cross-department collaboration that ensures finance, IT, and business operations positively support InterAct's service delivery, data collection, and strategic needs.
  - Oversee management of the organization's physical infrastructures.
- **Strategy and Vision**
  - Partner with the Executive Director and provide strategic recommendations to senior leadership and the Board based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
  - Oversee long-term budgetary planning and cost management in alignment with InterAct's Strategic Plan.
  - Engage with the Finance and Audit Committee and Board around issues, trends, and changes in the operating model and administrative operations.

**Qualifications**

- Master's degree preferred in Business, Management, or Finance.
- Minimum of five years in financial management and accounting in a growth-oriented organization. Non-profit experience a plus.
- Demonstrated excellence in accounting, budgeting, control, reporting, audit, compliance, and resource development.
- Collaborative and flexible style with a strong service mentality.
- Technological savvy with ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency.
- Exceptional written, verbal, interpersonal, and presentation skills.

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